



# Memorandum of Understanding - Employee Passports

---

## EMPLOYEE'S RESPONSIBILITIES (TANGGUNGJAWAB PEKERJA)

I agree (*Saya bersetuju*):

1. **To keep my passport in a secure place or facility provided by my employer to prevent its loss or damage;**

*Menyimpan pasport saya di tempat yang selamat atau di kemudahan (fasiliti) yang telah disediakan oleh majikan bagi mengelakkan kehilangan atau kerosakan pasport saya;*

2. **To temporarily submit my passport to management (my employer) for a period of \_\_\_\_\_ months prior to the expiry of my visa / work permit / passport for renewal on the date specified by my employer in the Letter of Acceptance / Acknowledgement;**

*Menyerahkan secara sementara pasport saya kepada pihak pengurusan (majikan) bagi tempoh \_\_\_\_\_ bulan sebelum tarikh luput visa / permit kerja / pasport untuk tujuan pembaharuan berdasarkan tarikh yang dinyatakan oleh majikan dalam Surat Setuju Terima (SST);*

3. **To immediately inform management (my employer) in the event my passport is stolen, lost or damaged when under my care;**

Memberitahu pihak pengurusan (majikan) dengan kadar segera sekiranya pasport saya dicuri, hilang atau rosak, ketika di bawah jagaan saya;

4. **To bear the costs of replacing the stolen, lost or damaged passport, should this occur when it is under my care;**

Menanggung kos bagi menggantikan pasport yang dicuri, hilang atau rosak semasa di bawah jagaan saya;

---



# Memorandum of Understanding - Employee Passports

---

## EMPLOYERS RESPONSIBILITIES (TANGGUNGJAWAB MAJIKAN)

I agree (*Saya bersetuju*):

1. **To ensure employees have 24 hours, 7 days a week (24/7) access to their passports and acknowledge their right to keep and hold their own passports;**

*Untuk memastikan pekerja mempunyai akses 24 jam, 7 hari seminggu (24/7) terhadap pasport mereka dan mengakui hak mereka untuk memegang dan menyimpan pasport mereka sendiri;*

2. **To provide secure facilities (such as personal lockers) for workers to keep their passports and other document(s) and ensure such secure facilities are well-maintained and are in a location convenient for the workers (e.g. in their room);**

*Untuk menyediakan kemudahan selamat (seperti loker peribadi) bagi pekerja menyimpan pasport dan dokumen-dokumen lain; dan memastikan kemudahan selamat tersebut dijaga dengan baik dan terletak di lokasi yang mudah diakses oleh pekerja (cth. dalam bilik pekerja);*

3. **To ensure workers are made aware and understand when and for what administrative and any other purpose(s) they need to submit their passport to management (employer); this includes providing sufficient and timely notice to workers on the date to submit their passports to management;**

*Untuk memastikan pekerja diberitahu dan memahami bila dan untuk tujuan administratif dan tujuan-tujuan lain yang mereka perlu mengemukakan pasport kepada pihak pengurusan (majikan); ini termasuk memberikan notis yang mencukupi dan tepat pada masanya kepada pekerja mengenai tarikh untuk menyerahkan pasport mereka kepada pihak pengurusan;*

4. **To provide workers with a certified copy of their passport, visa and permit during the renewal period;**

*Untuk menyediakan salinan pasport, visa dan permit yang sah semasa tempoh pembaharuan kepada pekerja;*

5. **To bear the cost of replacing the stolen, lost or damaged passport if this should occur when it is under the employer's care.**

*Untuk menanggung kos penggantian pasport yang dicuri, hilang atau rosak jika kejadian ini berlaku semasa pasport berada di bawah jagaan majikan.*

---



# Memorandum of Understanding - Employee Passports

---

Note: “under employer’s care” refers to situation(s) where passport is kept by employer at a given time (temporary) for administrative purpose(s) such as renewal of passport/working permit/visa or insurance’s renewal or any other relevant purpose(s).

*Nota: “di bawah jagaan majikan” merujuk kepada situasi di mana pasport disimpan oleh majikan pada suatu masa tertentu (sementara) bagi tujuan administratif seperti pembaharuan pasport/permit kerja/visa atau pembaharuan insurans atau tujuan-tujuan lain yang berkaitan.*

---

*DISCLAIMER: The information in this document is prepared for a brief and general guideline for informational purposes only. Best efforts have been made to ensure that information included is correct to the best of our knowledge but, whilst EF may make up dates from time to time, EF has no obligation to do so and cannot be held liable for the accuracy of the information. The information provided is ‘as is’ and no warranty is made as to the completeness, accuracy or reliability of the information. As far as it is permitted by law, Earthworm Foundation (and its affiliates, subsidiaries and representatives) will (a) not be liable for any claims or damages related to the quality, completeness or accuracy of the information, (b) not owe any duty of care to the reader of this document, (c) not bear liability for any direct or indirect consequence due to error, misstatement or omission by EF. Readers are strongly encouraged to use this information as a guide to do their own research and to ensure that any relevant laws, rules, regulations and / or guidelines relevant to their company or business operations are adhered to.*